



COUNTY OF PLACER CIVIL SERVICE COMMISSION

CIVIL SERVICE COMMISSION
DON NELSON, Chair
RICK WARD, Vice Chair
JOHN COSTA
RON LE DOUX
ANDRAE RANDOLPH

Monday – July 13, 2015

Lori Walsh, Personnel Director
Kellie Craig, Executive Secretary

AGENDA

Placer County is committed to ensuring that persons with disabilities are provided the resources to participate fully in its public meetings. If you are hearing impaired, we have listening devices available. If you require additional disability-related modifications or accommodations, including auxiliary aids or services, please contact the Executive Secretary. If requested, the agenda shall be provided in appropriate alternative formats to persons with disabilities. All requests must be in writing and must be received by the Executive Secretary five business days prior to the scheduled meeting for which you are requesting accommodation. Requests received after such time will be accommodated only if time permits.

MEETING LOCATION:

Placer County Personnel – Training Room
145 Fulweiler Avenue, Suite 200
Auburn, CA 95603
530.889.4060

4:00 PM ROLL CALL

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE

I. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Closed Session - Evaluation of performance of various Placer County employees pursuant to Government Code Section 54957 and pursuant to Placer County Chapter 3, Code Section 3.04.650.

4:30 PM OPEN SESSION

FLAG SALUTE

I. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.

II. AGENDA APPROVAL

III. MINUTES OF PREVIOUS MEETING - June 8, 2015 and June 15, 2015

IV. PUBLIC COMMENT: Persons may address the Commission on items not on this agenda. Please limit comments to 3 minutes per person since the time allocated for Public Comment is 15 minutes. If all comments cannot be heard within the 15-minute time limit, the Public Comment period will be taken up at the end of the regular session. The Commission is not permitted to take any action on items addressed under Public Comment.

V. OLD BUSINESS - None

VI. NEW BUSINESS

- A. Approval of merit increases for classified employees pursuant to Section 3.04.650 (progression in steps) of the Placer County Code.

- B. Health and Human Services - Classification Specification Revisions Request – Environmental Health Technical Specialist.
- C. Request for approval of Work out of Class Pay pursuant to Placer County Code Section 3.08.510(C.)(5.) (c.) for employee(s) assigned to the department(s) of Health and Human Services.

VII. COMMUNICATIONS - Reports to the Commission are informational items only. **(No action will be taken)**

- A. Provisional appointment - None
- B. Staff reports and correspondence
 - 1. Introduction of staff – Eric Trumm
 - 2. Staff changes – Steve Oliveira
- C. Commissioner comments

CLOSED SESSION – PURSUANT TO GOVERNMENT CODE 54957

VIII. PUBLIC EMPLOYEE PERFORMANCE EVALUATIONS

- A. Evaluation of performance of the Personnel Director pursuant to Government Code Section 54957.

OPEN SESSION

- IX. REPORT OF ACTION TAKEN IN CLOSED SESSION PURSUANT TO GOVERNMENT CODE SECTION 54957.**
- X. ADJOURNMENT**

Civil Service Commission 2015 Meeting Schedule

- August 10, 2015 – Auburn (CDRA - Planning Commission Hearing Room)
- September 14, 2015 – Tahoe (Library)
- October 13, 2015 (Tuesday)
- November 9, 2015 – Auburn (Personnel Training Room)
- December 14, 2015 – Rocklin (Child Support Services)

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Civil Service Commission
From: Lori Walsh, Personnel Director
Date: July 13, 2015
Subject: Review of Merit Increases for Eligible Classified County Employees

During the closed session of your meeting, your Commission will review the performance evaluations of classified County employees pursuant to Subdivision (b) (1) of Government Code Section 54957. For those classified County employees determined to be eligible for a merit increase, the following motion is submitted for your consideration:

Motion to approve the classified merit awards set forth in the list dated **July 13, 2015** pursuant to Section 3.04.650 of the County Code.



MEMORANDUM PERSONNEL DEPARTMENT COUNTY OF PLACER

To: Civil Service Commission
From: Lori Walsh, Personnel Director
By: Chris Hazen, Personnel Analyst II
Date: July 13, 2015
Subject: Classification Specification Revision Request – Environmental Health Technical Specialist

Recommendation:

It is recommended that the Civil Service Commission approve the proposed language revisions to the Environmental Health Technical Specialist classification specification.

Background:

The Environmental Health Technical Specialist performs difficult and highly complex evaluations, investigations, inspections, and engineering-related design duties to protect the public and the environment through sound environmental health practices. This classification spans a number of areas of expertise including Registered Environmental Health Specialist, Registered Sanitarian, Civil Engineer, Soils Scientist, and Engineering Geologist. The current Environmental Health Technical Specialist holds certification as an Engineering Geologist and is responsible to review site remediation reports on impacted groundwater related to cleanup projects to abate soil and groundwater contamination.

The need to review new land use development projects for Public Health related issues resulted in this request to expand the areas of expertise for the Environmental Health Technical Specialist to include professional planning experience related to land use, environmental protection, and environmental compliance. This revision will allow HHS Environmental Health to recruit and select a candidate with strong land use and planning experience. Specific assignments will include attendance at all Placer County Planning Commission meetings to assist in the presentation of new land use development projects and respond to questions related to the California Environmental Quality Act (CEQA), environmental protection, and environmental planning.

The proposed changes to the Registered Environmental Health Technical Specialist specification include the following:

- The addition of the knowledge of principles of environmental planning and administration of environmental policies, as well as the knowledge of land use planning and development;

- The experience requirement has been broadened to provide for planning experience working with environmental and other land use activities;
- The education requirement has been expanded to include a Bachelor's Degree in urban, regional, or environmental planning; and
- The license/certificate section has been updated for clarity.

The County Executive's Office and Placer Public Employees Organization have reviewed the proposed classification specification revisions and concur with the Personnel Department's recommendation.

Attached for the Commission's information and consideration is a copy of the proposed revisions to the classification specification.

cc: Jeff Brown, Director of Health and Human Services
Joel Joyce, Management Analyst, County Executive Office
Chuck Thiel, Business Representative, Placer Public Employees Organization
James Britton, Business Representative, Placer Public Employees Organization
Anthony Crans, Business Representative, Placer Public Employees Organization

ENVIRONMENTAL HEALTH TECHNICAL SPECIALIST

DEFINITION

To perform difficult and highly complex evaluation, investigation, inspection and engineering-related design duties in the administration and enforcement of Federal, State and local statutes, ordinances and regulations governing environmental health and sanitation; to encourage sound sanitary and environmental health practices to protect the environment and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Supervising Environmental Health Specialist.

May exercise technical and functional supervision over assigned technical, clerical and less experienced professional staff.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Assess proposed subdivision developments relative to feasibility of on-site sewage disposal, domestic water development and impacts on water quality, safety and noise. Train and lead subordinate staff in environmental health review and enforcement activities.

Perform review of soil, geotechnical and hydraulic conditions pertaining to sewerage disposal, well development, contaminated soil and groundwater investigation and remediation, and solid waste sites.

Evaluate design of sewage disposal systems and inspect sewage disposal installations in complex cases; evaluate and approve well sites and inspect drilling and sealing of wells in complex cases.

Provide instruction for correction of deficiencies and violations and recommend and/or design alternative methodologies for the public and staff.

Provide environmental health review in land use planning activities such as general plan amendments, variances, rezoning, conditional use permits and environmental impact reports.

Perform specialized geologic/engineering work on selected projects as needed.

Provide technical expertise and coordinate with others within the Environmental Health Division, other County departments and divisions and other public agencies as necessary.

Prepare reports and make presentations at public meetings, including appeal hearings; prepare and maintain accurate records and files.

Process building permits for septic systems, septic system repairs, experimental septic systems, private swimming pools, and public and private wells, and monitoring wells; review waste and sewage disposal systems of existing dwellings; review technical reports regarding geologic/engineering aspects of solid waste facilities and contaminated soil and ground water sites.

PLACER COUNTY

Environmental Health Technical Specialist (Page 2)

Respond to inquiries and complaints from the public at the public counter, by telephone or in person at field sites.

Build and maintain positive working relationships with co-workers, other County employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles of environmental planning and administration of environmental policies; land use planning and development; geology; hydrology; and/or soils science relative to sewage disposal, well construction, contaminated soil, and groundwater investigation and remediation.
- General principles of engineering, chemistry, biology and bacteriology.
- Principles and practices for the proper disposal of sewage on-site.
- Hardrock water well drilling practices and procedures.
- Provisions of the Subdivision Map Act.
- Provisions of the California Environmental Quality Act.
- Health and Safety Code of the State of California with reference to sewage disposal and water and local land development ordinances.
- Applicable regulations and standards issued by the Regional Water Quality Control Board and the State Water Resources Control Board.
- Basic principles of public health as related to potential environment impact.
- Modern office procedures methods and computer equipment.
- Principles and practices of work safety.
- English usage, spelling, grammar and punctuation.
- Statistics and statistical analysis and advanced mathematical calculations.

Ability to:

- Identify significant existing or potential environmental health problems and recommend appropriate action.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On an intermittent basis, sit at desk for long periods of time; stand at counter to answer questions of the public; walk, stand, kneel, climb, bend and reach while driving to/from field sites, inspecting sites and conducting various tests; perform

simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; differentiate between colors used on charts and maps; and occasionally lift moderate weight.

- Train, assign, review and assist in the evaluation of the work of subordinate staff.
- Interpret relevant codes and regulations and apply County policies and procedures.
- Plan and conduct multiple inspections; read and review blue print/blue lines and plans; and maintain accurate case records.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Obtain information through interviews; work fairly and courteously with the public; and work effectively with interruption.
- Analyze situations quickly and objectively and determine proper course of action.
- Use general office machines and technology.
- Communicate clearly and concisely, both orally and in writing.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

- Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey level planning experience with environmental and other land use activities, or either as a California Certified, Registered Environmental Health Specialist,; Registered Sanitarian, Civil Engineer, Soils Scientist, or as an Engineering Geologist performing extensive land development and/or on-site sewage disposal work.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban, regional, or environmental planning; civil engineering; environmental health science; geology; hydrology or a related field.

License or Certificate:

- ~~Option 1: Possession of an appropriate license or registration in engineering, geology, civil engineering or environmental health;~~
- ~~Option 2: Possession of a valid Certificate of Registration as an Environmental Health Specialist issued by the California State Department of Health Services; or~~

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Environmental Health Technical Specialist (Page 4)

~~possession of a Certificate of Registration as a Civil Engineer in the State of California; or possession of a Certificate as a Professional Soils Scientist issued by the Professional Soils Scientist Association of California; or possession of a Certificate of Registration as a Certified Engineering Geologist issued by the State of California.~~

Depending on area of assignment, may require possession of valid certificate of registration as a/an:

- Environmental Health Specialist
 - Civil Engineer
 - Professional Soils Scientist
 - Certified Engineering Geologist
 - Registered Sanitarian
-
- May need to possess a valid driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

To: Civil Service Commission

Through: Lori Walsh, Personnel Director

From: Kellie Craig, Executive Secretary

Date: July 13, 2015

Subject: Work-Out-of-Class Pay

=====

We have received the following departmental request(s) for work-out-of-class pay extensions. Listed below are the department(s), employee name(s), and time period(s) requested. The Personnel Department has previously approved work-out-of-class pay and we are requesting the Civil Service Commission approve additional extension(s) as per Placer County Code 3.08.510 C.5.c. Supporting documentation has been attached to this memo.

<u>Department</u>	<u>Employee Name</u>	<u>Dates</u>	<u>Approximate</u>
HHS - CSOC	Debbie Bowen Billings	07/23/15-10/30/15	90 days
HHS - Environmental Health	West Bourgault	07/11/15-01/08/16	180 days
HHS - Public Health	Janice Whiteside	08/06/15-02/05/16	180 days

Recommendation: It is recommended that the Civil Service Commission approve the above work-out-of-class pay extension(s) in recognition of the duties being performed.

cc: Jeff Brown – Health and Human Services

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF HEALTH & HUMAN SERVICES**

TO: Lori Walsh, Personnel Director
FROM: Richard Knecht, CSOC Director
DATE: June 17, 2015
SUBJECT: Request for Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name: Debbie Bowen-Billings
Current Classification: Admin Technician
WOC Classification: Staff Services Analyst I
Initial WOC Effective Date: January 24, 2015
Requested Extension Effective Date: July 23, 2015 – Pay Period 3
Approximate Number of Days: 90
Approximate End Date (End of pp): October 30, 2015 – Pay Period 10
Reason for WOC Request:

- | | | |
|---|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input checked="" type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

The current incumbent WOC Staff Services Analyst I Debbie Bowen-Billings has been effective since her appointment six months ago, allowing the CSOC management team to meet deliverables to the regulatory agencies and county and community partners. Ms. Bowen-Billings is very familiar with the Division's programs and has completed research, statistical analysis for division and key community partner, report writing, and assisted in ongoing grants and writing grant proposals. She has a firm understanding of the programmatic requirements and processes. Allowing Debbie Bowen Billings to continue to work out of class at this level is critical to meet the ongoing requirements to the state and within the Division.

RECOMMENDATION

It is therefore recommended that Debbie Bowen-Billings, Admin Technician, be approved to continue to receive WOC pay as a Staff Services Analyst I effective July 23, 2015. This WOC assignment will result in an approximate increase of five (5) %. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County Code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted. Division plans to conduct interviews in August 2015 and hire a permanent full time staff.

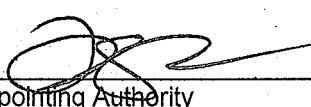
AUTHORITY

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees maybe certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

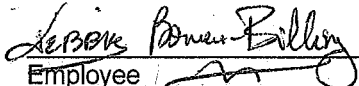
I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.



Appointing Authority
Richard Knecht
Director
Children's System of Care



Date



Employee
Debbie Bowen-Billings
Admin Technician



Date

↓

Supervisor
Richard Knecht
Director
Children's System of Care

Date

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF HEALTH AND HUMAN SERVICES**

TO: Lori Walsh, Personnel Director
FROM: Wesley Nicks, Division Director
DATE: May 18, 2015
SUBJECT: Request to extend Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name:	West Bourgault
Current Classification:	Environmental Health Technical Specialist
WOC Classification:	N/A – In Recognition of Additional Duties
Initial WOC Effective Date:	July 12, 2014; PP 03
Requested Extension Effective Date:	July 11, 2015; PP 03
Approximate Number of Days:	180 Days
Approximate End Date (End of pp):	January 08, 2016; PP 15
Reason for WOC Request:	

<input type="checkbox"/> Fill Behind Leave of Absence	<input type="checkbox"/> Peak Workload/Special Project	<input type="checkbox"/> Pending Reclassification/Reallocation
<input checked="" type="checkbox"/> Fill Behind Retirement	<input type="checkbox"/> No Request to Fill Vacancy	<input type="checkbox"/> Request to CEO to Fill Vacancy
<input type="checkbox"/> Fill Behind WOC	<input type="checkbox"/> Temporary End WOC>80-Hours Leave	<input type="checkbox"/> Restart WOC>80-Hours Leave

BACKGROUND

Environmental Health is the implementing agency for several key hazardous material programs as mandated by the State of California Health and Safety Code. These programs include: Hazardous material storage and emergency planning, hazardous waste management, underground and above ground storage of petroleum, and emergency response. The recent retirement of the Supervising Environmental Health Specialist who was responsible for those programs created a critical need for supervision to ensure continued implementation. West Bourgault will be assisting during this period to assure continued program implementation and development. West will over-see the hazardous material and solid waste team. He will monitor and evaluate operations and activities, and will make recommendations to the program manager. West will also establish schedules for staff, monitor program deliverables and evaluate staff performance and perform some supervisory-level duties. Health and Humans Services Environmental Health is reviewing team structure, assignments, and hiring priorities.

West Bourgault currently holds a State of California Professional Geologists license. Mr. Bourgault requested that his education, experience and training be evaluated by the California Department of Public Health (CDPH) for certification as an Environmental Health Specialist. On February 28, 2014, Mr. Bourgault received a letter from CDPH which indicated he is certifiable and eligible for admittance to the Registered Environmental Health Specialist Examination process upon completing a course in General Microbiology Lecture and Laboratory. Mr. Bourgault is working to fulfill these requirements. He is currently enrolled and is expected to complete the course within the next five months.

RECOMMENDATION

It is therefore recommended that West Bourgault, Environmental Health Technical Specialist, be approved to extend WOC pay in recognition of additional duties performed that became effective January 10, 2015; Pay Period 16. This WOC assignment has resulted in an approximate increase of 5%. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out

class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

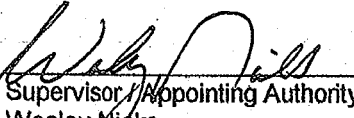
AUTHORITY

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees may be certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

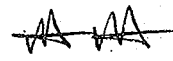
PROVISIONS FOR WOC ASSIGNMENTS

- For evaluation purposes, employee is rated on his or her current classification.
- Evaluation rating periods are not impacted by WOC assignments.
- Employee will continue to be eligible for merit increases as outlined in 3.04.650.
- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
- WOC compensation will not be considered or paid for assignments of two workdays or less or for training purposes.
- The Department must notify the Personnel Department when the WOC employee has a leave of absence that exceeds 10 ten working days since this results in ending WOC compensation. The Department must notify Personnel and submit the appropriate paperwork prior to continuing an employee in a WOC assignment upon his or her return from leave.
- Additional compensation for working out of class shall be no less than a minimum of five (5) percent or exceed a maximum of fifteen (15) percent.
- The Department is responsible for requesting WOC extensions anticipated to be beyond 180 days from the County Executive's Office using the Position Exception Form and process.
- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

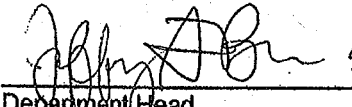
I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.

 5/18/15

Supervisor / Appointing Authority Date
Wesley Nicks
Division Director
HHS Environmental Health

 5/18/15

Employee Date
West Bourgault
Environmental Health Technical Specialist

 5/22/2015

Department Head Date
Jeff Brown
HHS

**WORK OUT OF CLASS AGREEMENT
DEPARTMENT OF HHS**

TO: Lori Walsh, Personnel Director
FROM: Dr. Robert Oldham, Health Officer and Director of Public Health Division
DATE: July 6, 2015
SUBJECT: Request to Extend Work Out of Class (WOC) Pay

ACTION REQUESTED

Employee's Name: Janice Whiteside
Current Classification: Public Health Nurse II
WOC Classification: Senior Public Health Nurse
Initial WOC Effective Date: February 6, 2015 PP 18
Requested Extension Effective Date: August 6, 2015 PP 04
Approximate Number of Days: 180
Approximate End Date (End of pp): February 5, 2016 PP 17
Reason for WOC Request:

- | | | |
|---|---|--|
| <input type="checkbox"/> Fill Behind Leave of Absence | <input checked="" type="checkbox"/> Peak Workload/Special Project | <input type="checkbox"/> Pending Reclassification/Reallocation |
| <input type="checkbox"/> Fill Behind Retirement | <input type="checkbox"/> No Request to Fill Vacancy | <input type="checkbox"/> Request to CEO to Fill Vacancy |
| <input type="checkbox"/> Fill Behind WOC | <input type="checkbox"/> Temporary End WOC>80-Hours Leave | <input type="checkbox"/> Restart WOC>80-Hours Leave |

BACKGROUND

Due to a change in staffing resources (retirement and promotion) in the Public Health Division, two vacancies were created for the position of Public Health Nurse I/II (PHN) in the California Children's Services Program (CCS). With only one Supervising PHN and no current Senior PHN in the program, Janice Whiteside received approval to work out-of-class (WOC) as a senior PHN II, to provide technical and functional training oversight until as new PHNs are added to the CCS Program staff. The CCS program requires highly technical knowledge of policies and procedures according to legislatively mandated medical case management regulations, and even very experienced nurses usually need significant training support during their first months in the program.

The initial WOC approval was for up to 180 days effective February 6, 2015. This WOC arrangement has allowed Janice to serve as the training lead for one new full-time PHN and extra-help PHNs who have provided additional PHN support until a second full-time PHN can be hired. Efforts to recruit and retain a second full-time PHN have not yet resulted in the hiring of a second PHN. It is anticipated that CCS will be able to hire a second PHN in the next few months, and that this person will also need significant training technical and functional training upon hire, in addition to the ongoing training needs of extra help nurses, program staff, and community partners.

This position is 100% funded by outside allocations.

RECOMMENDATION

It is therefore recommended that the approval for Janice Whiteside, Public Health Nurse II, to receive WOC pay as a Senior Public Health Nurse be extended up to 180 days, effective August 6, 2015. This WOC assignment will result in an approximate increase of 5 %. Consistent with the guidelines presented under provisions for work out of class section in Chapter 3 of the County code, additional compensation for working out of class shall be no less than a minimum of five percent or exceed a maximum of fifteen (15) percent. The specific amount of the additional

compensation will be determined by an analysis of the employee's current classification and the proposed work out of class classification and in no case will exceed the amount the employee would receive if promoted.

AUTHORITY

In line with the principle that an employee assigned to work in a position having discernibly higher job duties should receive higher pay, positions within the classified service may be applicable for work-out-of-class assignment. Individual employees may be certified by the personnel department as being eligible for work-out-of-class pay when so assigned by the appointing authority or designate of that appointing authority. (3.08.510)

PROVISIONS FOR WOC ASSIGNMENTS

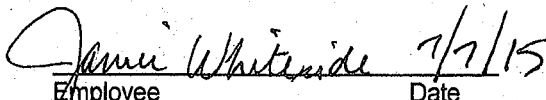
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- Employee will continue to accrue seniority in his/her regular position/classification.
- Employee will continue to receive the benefit package associated with his/her regular position/classification.
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- Employee is not to begin the work out of class assignment until certified by the Personnel Department that the individual meets the minimum qualifications for the WOC assignment, the additional duties warrant WOC compensation, and that the WOC compensation requirements have been met.

I have reviewed and understand the Department and Employee responsibilities with the requested WOC assignment and understand the provisions set forth above and specified in 3.08.510 of Placer County's Personnel Rules.

 7/6/15

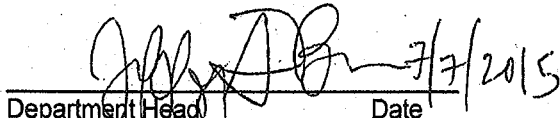
Date

Appointing Authority
Dr. Robert Oldham
Health Officer/Director
Public Health

 7/7/15

Date

Employee
Janice Whiteside
Public Health Nurse II

 7/7/2015

Date

Department Head
Jeff Brown
Director of Health and Human Services